

TransWrite

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Introduction

TransWrite is designed as a high-performance alternative to other word processors on the Amiga that are too slow for serious writing and editing work. While it is completely suitable for quick letters, *TransWrite* will be greatly appreciated by professional writers, editors, and anyone else whose work involves large documents. Text entry and editing operations have been carefully chosen and implemented for efficiency and simplicity, and editing operations are fast, no matter how much text you cut, copy, or paste. Document size is limited only by available memory, and there is no speed penalty for large documents. Multiple windows can be used concurrently, working as separate tasks in the Amiga's operating system. And above all, *TransWrite* is easy to use, so that you don't have to do a lot of relearning if you come back to the program after a long absence.

The applications for *TransWrite* are the same as those of a regular word processor, but *TransWrite* lends itself especially well to big jobs and professional work where other programs would bog you down: writing a novel, magazine publishing, and as a preprocessor for desktop publishing and other text-oriented programs. Finally, for the ultimate Amiga desktop publishing system, *TransWrite* and *PageSetter II* work together, giving you the benefits of efficient document creation and editing, combined with professional quality typeset output.

Tutorial

Everyone likes to get started right away before reading the details, so here's a simple example of creating, editing, and saving a document with **TransWrite**. Don't worry if you don't understand exactly what's happening every step of the way - everything will be explained later on in the manual. This should give you a feel for the program, and enough confidence to begin using it and exploring its features.

First, run **TransWrite** from Workbench by double-clicking its icon as described in the *Getting Started* section of this manual. After the program loads, a window will appear on the Workbench screen. The title of this window will be "(Untitled)", because you have not created a document yet and given it a name. At this stage, you are ready to go; you may begin typing right away. For this tutorial, use the preceding paragraph ("Everyone likes to get started...") as an example. Type the paragraph in as it appears, without pressing the RETURN key until the entire paragraph has been entered. You can correct mistakes along the way by pressing the BACKSPACE key to delete the previously-typed character.

You now have a document consisting of a single paragraph; we'll now do some simple editing of the document, first using the mouse only. Move the mouse pointer to some word in the middle of the paragraph and click the left mouse button - the cursor will move to that spot. Now select "Cut word" from the "Edit" menu (press and

hold the right mouse button to reveal the menus as usual). Move the mouse pointer somewhere else in the paragraph, click the left button, then select "Paste" in the edit menu. You just moved that word. Let's move it back again, this time using the keyboard instead of the mouse. Hold down the right "Amiga" key (to the right of the space bar), and press "w" to "cut" (delete and remember) the word. Use the cursor keys to move the cursor to the place where you want the word to go, then use the Amiga key and "p" to paste the word in place. Now try a faster means of moving through the text: hold down either ALT key while pressing the cursor left or right keys, and you'll move by words instead of single characters.

Move the cursor near the start of the paragraph, to the fourth word, "get". Now, hold down the right Amiga key as before, but this time press the "w" key four times. Move the cursor somewhere else in the paragraph, and paste with Amiga-p; you will see that all four deleted words have been pasted in at the new location. Now do a "cut" with Amiga-x to delete the highlighted words. Move somewhere else and try another paste.

Now that you've done some work, it's time to name the document and save it so that you can retrieve it again in the future. Select "Save as" from the "Project" menu. A "file requester" window will appear and begin to list the files in your current directory. While this is occurring (you don't have to wait until it's finished), you can click on any of the device names on the right of the window to select the device you wish to save your document to (use RAM if you don't have a disk handy). Now click in the area to the right of the word "File:" and type the name of your document here (you could use "MyTutorial"), followed by the RETURN key. Your file has now been saved to disk (or RAM), and as you can see from the window title, your document now has a name. In the future, the document can be saved using this same name with the "Save" option in the project menu.

This is as far as we'll go with this simple tutorial, but you might want to spend some time experimenting and playing with the program before continuing with the manual. Study the menu options to see the available operations, and press the HELP key to see what the function keys do (press RETURN or click the close gadget to remove the HELP window when you've seen enough). Note that all menu operations can be accessed from the keyboard as well, so you can use the menus until you learn the most common

operations, then use the keyboard for faster editing. You can also use the menus simply as "cheat sheets" to show you which keys to use. The slanted "A" that appears in the menu items means that the "Amiga" key to the right of the space bar is to be held while the following key is pressed. In the "Cursor" menu, keyboard equivalents use the CTRL, SHIFT, and ALT keys instead of the Amiga key. To perform these functions from the keyboard (the usual method), hold down the indicated key while pressing the indicated cursor key: UP, DN, LT, RT indicate the up-arrow, down-arrow, left-arrow, and right-arrow cursor keys, respectively.

Documents

TransWrite sees a document as a collection of characters that make up words, sentences, and paragraphs. The program "thinks" in terms of these entities, because this is the way that people tend to think of and deal with almost everything they write.

A document is a collection of text (those words, sentences, paragraphs) that you edit within a single *TransWrite* window; more than one document can be worked on at a time, but each document requires a separate window. A window lets you see as much of the document as can be displayed within it, but the document itself can be of any size; you can display any section of the document within the window and edit it there. The windows containing the documents are standard Amiga windows, featuring the usual drag bar, sizing, reordering and close gadgets. The currently active window is the document you are working on, so to switch to another document, you simply activate its window in the usual way by clicking anywhere. In addition, an extra feature lets you quickly shrink the window to a minimal size and pop it back to its original state: hold a SHIFT key and press F10 to shrink the window, and just click inside the tiny window with the mouse to re-enlarge it.

While you are working with a document in *TransWrite*, it is held entirely in the Amiga's memory; changing the document does not affect anything on disk until the file is saved. A document can be

saved to a floppy or hard disk, where it will appear as a file, and have an Icon associated with it if *TransWrite* was run from Workbench. Associated with a document are also several characteristics, or options, that you have chosen. Some of these are the position and size of the window (you may change these by dragging and sizing in the usual way), and colors and other options that you can change with a "Control Panel". These options are stored in the document's Icon when it is saved, so that the next time you open that document by double-clicking its icon, your options will be set up the way they were when the document was saved. You'll learn about all the various options later, but right now just keep in mind that there is more to your document than just the text you type in.

Creating a new document: "New window"

When you run *TransWrite* without telling it to load a document, you begin with a "clean slate" - an empty window marked "(Untitled)". In such a window, you can begin typing a new document, and give this document a name the first time you save it. If you wish to begin a new document while you are working on one already, you can tell *TransWrite* to bring up another Untitled window, keeping your current document window intact. The new document window will open up in front of the current one, with its top edge slightly lower so that you can still see the top of the other document. You can then click the mouse between the two documents and edit them more or less at the same time. This is much more convenient than saving and loading every time you wish to switch to a new document. The number of documents open at one time is only limited by the amount of free memory you have. To create a new document window in this way, select the *New window* item in the *Project* menu.

An even more convenient way to switch between documents - rather than using the window reordering gadgets - is to use the menu options *Previous window* and *Next window* in the Commands menu, or the Amiga key equivalents AMIGA-1 and AMIGA-2. Using one of these options to switch to another document will push the document's window to the front and activate it, leaving the cursor at the same position it was when you left the document.

Saving a document: *Save* and *Save as*

When you create a new document as described above, the document's name will be indicated in the window title bar as "(Untitled)". The first time you save this document, you must give it a name. You do this by selecting *Save* or *Save as* from the *Project* menu, which will bring up a

file requester to aid you in examining existing files on any disk or other storage device and putting the document file where you want it to go. You can select the device by clicking on the device name on the right of the file requester window, and you can select a directory by clicking on it as it appears in the box in the left half of the window. The resulting directory ("Drawer") name for the file you are saving appears in the top line, marked "Drawer" - you can click on this and change it yourself if you wish. You then type the name of the document itself in the line below, marked "File", and press RETURN. (The file requester is covered more thoroughly under *Storage and Retrieval* later on in this section.) Notice that after you modify a document an asterisk appears before the document title at the top of the window; this asterisk goes away when the document is saved. The asterisk lets you know that the document has been modified since the last save, so the latest version on disk is not completely up to date.

Once you have given your document a name and saved it in this manner, *TransWrite* remembers the name and displays it in the document window's title bar. If you wish to save the document with the name given in the title bar, you need only select *Save* from the menu (or use the keyboard equivalent, AMIGA-s); the document will be saved without any further interaction. If you wish to save the document with a new name, you can select *Save as* again and change the name displayed in the "File" gadget. If you do this, the document with the original name still exists on disk, and will not disappear unless you delete it using Workbench or the CLI.

Loading a saved document:

Open and Load

When you load a document into *TransWrite*, you have the choice of replacing the current document with the new one and using the same window, or starting a new document, in a new window, leaving the existing document intact. To load a document into an existing window, select *Load* from the Project menu. To open a new window for the document, select *Open*. In either case, the file requester will pop up to aid you in choosing the document you wish to load. You can select a device and directory as usual, and select a document by clicking on the document name and clicking the OKAY gadget on the bottom left of the window, or by simply double-clicking the document name.

You can use *Open* to create a new document as well by typing the name of your new document into the file requester instead of selecting one that already exists. A requester will appear in the new window

warning you that the document does not exist, but you can ignore this (after clicking on the gadget as instructed) and enter your new document as usual. Using this method instead of *New window* lets you choose the document's name right away instead of the first time you save it.

To recap: *Load* replaces the document in the current window with a new one, and *Open* opens a *new* window, then loads the selected document.

Quitting a document:

Quit or the window close gadget

If you've finished with a document and wish to remove its window entirely, you can click on the window close gadget or select *Quit* in the Project menu. If there is only one document window open, this will also have the effect of exiting from *TransWrite* itself, meaning you'll have to re-run the program in order to open new documents. For this reason, you should always keep at least one document window open for as long as you wish to have *TransWrite* around. You can use the "tiny window" feature to make this window small and put it out of the way while you do other work, then click on it to enlarge it when you need *TransWrite*'s services. This is part of the joy of Amiga's multitasking operating system; take advantage of it!

Words, Sentences and Paragraphs

We mentioned earlier that a document is composed of words, sentences and paragraphs. This is important, because *TransWrite* works with these basic units in several operations, and thinks of paragraphs as distinct chunks of text. A word is any text that has a space or RETURN (end of paragraph) on either side of it (*TransWrite* doesn't care - or know - if it is actually an English word or not!). Sentences are a little more complicated, but *TransWrite* tries to figure out where a sentence begins and ends by looking at punctuation, spaces and other indicators in the text. A paragraph is any text that has a RETURN on either side of it. You can see the ends of paragraphs in *TransWrite* because they are indicated with a special character (§). (You can make these end-of-paragraph markers invisible, if you wish, by selecting *Toggle Paragraph Marking* in the *Commands* menu.) By the above definition, a single word can be a paragraph in itself, and in many cases, such as in an itemized list you are creating, you may wish to put a RETURN at the end of every line, making each one a separate paragraph. This is perfectly acceptable, but just remember that you shouldn't put a RETURN after every line of text in a regular paragraph; *TransWrite*

figures out the line breaks for you. For normal text, you should only press RETURN at the end of a paragraph.

Storage and Retrieval

Since your document is held entirely in the computer's memory as you work with it, it is absolutely necessary that you save it to disk so that you can retrieve it later. If you do not save your document before you turn your computer off or reboot, it's gone forever. You should make it a habit to save your document often (it's easy - just press AMIGA-s once in a while) in case of power failure, or a reboot due to a program that "crashes" the system.

Besides saving and loading documents, you can save or load a highlighted region, save a config file, use merge files, create index files, and print to a disk file. All of these operations require a file name, which also specifies the device and directory on which to store the file. All of these operations use the same "file requester" to help you choose the file name.

The File Requester

If you followed the tutorial, or you've used *TransWrite* at all, you've probably seen the file requester by now. The file requester pops up to help you choose a file for any operation that deals with disk storage or retrieval. It gives you a convenient way to browse through the directories (*drawers*, in the language of Workbench) on any of your floppy disk drives, hard drives, RAM disk, or other storage devices. You can look at the contents of a directory simply by clicking on a directory name (these appear in a different color than the file names), or you can type in the name of a directory, device or file directly.

The file requester looks the same for all programs within *Amiga 2000 Professional*, and is documented in detail in Appendix H. The file requester in *TransWrite* has a few enhancements over the standard one, however. Since writers often split up a book or other large work into many separate files, the scrolling up/down arrows in the *TransWrite* file requester scroll the list faster and faster the longer you hold the arrow down. This lets you browse through a very long list without waiting too long. Also, as with the other requesters in *TransWrite*, you can use the ENTER and ESC keys instead of the OK and CANCEL gadgets on the requester. You can also enter the complete path name (directory/file) of your file into the "Drawer" input box, and the file name will be automatically moved into the "File" box for you.

If you are very low on display ("chip") memory, the file requester may not be able to open its window. In this case, it will try to open a smaller

window that just asks for a filename, which you then type in and press RETURN. If this window comes up (you will be informed that the file requester could not be opened), it means you are running low on memory, so you should save your document immediately and close as many windows as possible. If there is not even enough memory to open the small filename window, nothing will happen at all. If you select some storage or retrieval operation and nothing happens, try free some memory by closing programs or quitting documents, and try again.

Notes on saving your work

Since the document you are working on is only safely stored away when it is on disk, it is wise to save often, in case of a power failure, or some other program crashing your machine. The document you are working on only exists in the computer's memory, from which it is not retrievable if the computer resets. Whenever you have made any changes to your document since the last time it was saved, an asterisk appears next to the document name in the window title bar. Whenever you see this asterisk, it means some of your work can be lost if there is a system failure. Get into the habit of hitting AMIGA-S to save your document once in a while so that you won't lose too much if a problem does occur. You should also save back-ups of important documents: use "Save as" to save the document under a different name, or even better, on a different disk. You will greatly appreciate this precaution in case of a disk error - they do happen, and can be devastating if you are unprepared. Even hard drives go down from time to time, so don't put too much trust into any one copy of a document, anywhere!

If you have modified your document in some way, but wish to get rid of the asterisk without saving the changes, select "Set to 'unchanged'" in the Special menu. This removes the asterisk, and causes *TransWrite* to consider the document as being unchanged since the last save. This means that you can select *Quit* or *Load* and *TransWrite* will not warn you that the file has been modified since the last save before wiping it out. This feature is useful when you have just saved your document, but modify it by accidentally pressing a key.

Writing with *TransWrite*

The simplest editing operation is just typing in text and using the cursor keys and the BACKSPACE key to edit. The cursor appears as a flashing vertical bar, and indicates the position where the next character you type will appear. You'll notice that, as you type, words automatically "wrap" at the end of a line so that they are always left in one piece. This automatic word-wrap will always fit as many words as possible on a line without breaking them; you never need to "re-format" a paragraph after any editing operation. With this in mind, you will see that it is often easiest to add to and modify your text by simply moving the cursor, typing new text to insert it, and pressing the BACKSPACE and DEL keys to remove existing text. BACKSPACE deletes the character *behind* the cursor, and DEL deletes the character at the cursor position.

To end a paragraph, press the RETURN key. You will see a funny looking symbol appear when you do this; this is the end-of-paragraph indicator, and it distinguishes a line break with a real RETURN after it from the line breaks that *TransWrite* puts in to "wrap" the text within the window borders. This RETURN that you have entered can be deleted with DEL or BACKSPACE just like any other character, having the effect of joining together the two lines that it separates. Conversely, you can press RETURN while in the middle of your text to break it up into separate paragraphs. To see the way this works, try pressing RETURN a

few times within your sample document, then press BACKSPACE an equal number of times to get back to normal.

You will notice that newly-entered text gets inserted into your document, pushing any text in front of it ahead. If you wish instead to overwrite existing text, you can switch from insert mode to overstrike mode: select *Toggle insert mode* from the *Commands* menu, or use the AMIGA-3 key equivalent. (Toggle means to alternate between the two modes, as in a toggle switch.) You'll notice that the cursor appears as a solid block in replace mode, but is a thinner vertical bar in insert mode. The cursor shape suggests the operation that is performed every time you press a key, to remind you of what mode you are in. The mode you use is a matter of personal preference and the editing task at hand, but many people are content to just get used to insert mode and stick with it to avoid confusion.

Getting Around in a Document

Cursor movement

The obvious way to move the cursor to a new position in your document is to use the cursor keys. They behave in a logical manner: the left and right arrow keys move the cursor to the previous or next character, and the up and down arrows move the cursor to the previous or next text line. If you hold down the cursor keys, the cursor movement will repeat, and the cursor will continue to move for as long as you hold the key down. Once you get to the top or bottom text line in the window, the text in your document will scroll, revealing the previously invisible lines as it does so.

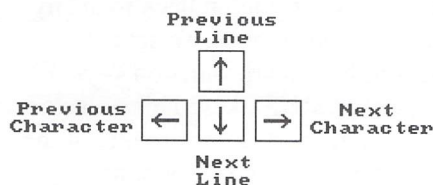
The cursor keys can also be used to move about in other ways. If you hold down either ALT key while pressing the cursor left or right arrows, the cursor jumps to the previous or next word. This is a very convenient way to move around within the paragraph you're working on, and you'll find it beneficial to become accustomed to this method of cursor movement.

Holding down the ALT key while using the cursor up or down keys also moves the cursor further than just the cursor key by itself. The first time you press ALT-cursor up, the cursor moves to the top text line visible in the window. Subsequent presses of this key combination move the cursor up (towards the beginning of the document) by one screenful of text, causing the next screen of text to be displayed. ALT-cursor down works in a similar way, but moving down: to the bottom line of text in the window, then

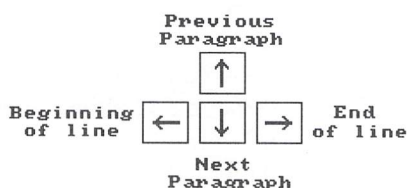
towards the end of the document, one screenful at a time. The ALT up/down operations are useful for moving quickly through a long document, seeing all the text along the way. Another common use of ALT-up and down is to view a little more text above or below the visible area in the window: for example, press ALT-down, then cursor down a few times to reveal the next few lines of text.

You can also use the cursor keys to move the cursor forward and backward by paragraphs, to the beginning or end of a line, or to the top or bottom of the document. The diagram below shows all the cursor operations and their associated cursor keys.

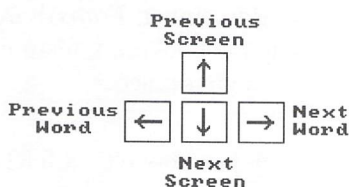
Cursor keys alone



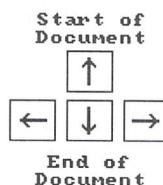
with SHIFT key



with ALT key



with CTRL key



Another useful cursor movement doesn't use the cursor keys at all: CTRL-c will cause the cursor to jump vertically, to the middle of the window, without changing its position within the document. In other words, it positions the document within the window so that cursor is centered in the window. This is convenient if you are editing text near the top or bottom of the window, and wish to see more text around you for context. You'll find that editing with the cursor near the center of the window gives you the feeling of having more "elbow room", or "breathing space" in which to work. For this reason, the CTRL-c operation is performed automatically for you when you are entering text at the end of your document, on the bottom line of the window, and you get to the end of the line.

Cursor movement in large documents

For rough cursor placement in long documents, the sliding knob on the bottom of the window (a "proportional gadget", in Amiga parlance) is useful. The knob indicates the cursor position in the document, i.e. when the knob is in the middle of its container, the cursor is in the middle of the document. To use it, just grab the knob by pointing to it and holding down the left mouse button, drag it to the desired position, and release the mouse button. The cursor will move accordingly, redisplaying the text in the window if necessary.

Saving your place in a document

A very useful feature of *TransWrite* lets you place "bookmarks" within your document that you can instantly jump back to at any time. You can have up to four bookmarks at once. To set a bookmark, just press one of the four bookmark function keys, F1 through F4, while holding down either SHIFT key. This will store the current cursor position. To move the cursor back to one of the bookmarks you set in this way, just press the corresponding function key. This feature is handy when you wish to look at some text in your document that is far away from where you are currently editing, then move back again. It also lets you work in several different places of your document. Remember, *TransWrite* lets you edit very large documents, so using the bookmark feature can save you a lot of scrolling around to find your place.

Tabs and back-tabs

The TAB key on the keyboard (the large key just above the CTRL key) works much like a typewriter TAB key: pressing it moves the cursor over to the next tab field. Tab fields are four characters apart by default, but you can easily change this number in the option control panel (see the *Options* Section). In insert mode, pressing TAB within text will push the text ahead, while in overstrike mode, the TAB key moves the cursor only and does not modify the text at all. Holding the SHIFT key while pressing TAB gives you a "back-tab", moving to the previous tab field on the line. In insert mode, back-tabs pull any text in front of the cursor back across any intervening blank space, while in replace mode, they move the cursor only.

More Editing Operations

TransWrite's editing operations are designed to be efficient, and conform with the kinds of editing tasks common in typical

documents. There are several ways to accomplish most editing operations, and they can be executed from the keyboard, the mouse, or a combination of both. This section introduces you to all the various ways of modifying your text; through practice you will quickly find the methods that suit you best. You should make a point of learning the editing techniques in this section, as you will find yourself using them frequently.

Cutting, Copying and Pasting

The next stage of document editing beyond simple editing is cutting, copying, and pasting. When a section of text is "cut", it is removed from the document, and stored in an invisible "paste buffer", which is a temporary holding area for an arbitrary amount of text. It can then be retrieved later and "pasted" somewhere else in the document, or even in another document that is currently open. A "copy" operation merely copies the text to the paste buffer without deleting it from the document, allowing you to replicate it. There is only one way to paste text: using the "Paste" option in the "Edit" menu (or the AMIGA-p key equivalent). There are, however, many ways to cut or copy areas of text, because it is important that there is always a convenient method of selecting any given area of text to be cut or copied.

As you saw if you tried the quick tutorial, you can cut a word with the AMIGA-w key combination. You can cut a sentence, paragraph or line in a similar way, using the menu options, or the AMIGA key with the keys "e", "r", or "d" respectively. These keys were chosen because of their arrangement on the keyboard; you can remember them easily with the mnemonic "WERD". To cut multiple words, sentences, etc., just press the key as many times as you wish; all the cut text will be appended in the paste buffer. If you move the cursor, the append is stopped so that future cuts will go to the paste buffer on their own, replacing its previous contents.

You'll notice that after you paste some text that you've cut in the manner above, it appears highlighted in a different color from the other text in the document. This indicates the "highlight region", which can be used for a number of operations, including cutting and copying. To cut the currently highlighted text, use "Cut" (AMIGA-x); to copy it use "Copy" (AMIGA-c); to erase the highlighting, keeping the text intact, use "Clear highlight" (AMIGA-h). Remember, any highlighted region cut or copied can later be pasted anywhere in any currently open document.

Marking ranges

A convenient way to highlight a range of text for subsequent cutting, pasting, or other operations is by clicking and dragging with the mouse: with the mouse button held down, you can move the mouse pointer around to enclose the text you want. Moving the pointer above the top or below the bottom of the window while highlighting will cause the text to scroll so that you can mark text beyond the visible boundaries of the window. Try this now to see how easy it is to move around large areas of text in your document: load the document "sample1" from your copy of the *TransWrite* disk to get something to work with, then highlight a range with the mouse, cut it with AMIGA-x, click somewhere else in the document and paste it with AMIGA-p (you can use the menus instead of the keyboard if you wish).

It is important to note that highlighting in *TransWrite* is not a "mode" as it is in some other word processors. After a range is highlighted, you are still free to do anything else with your document, including editing text within the highlight region. It is also important to note that highlighted text is not placed in the paste buffer until it is cut or copied. In other words, highlighting in itself does nothing but physically mark a range of text, which you can then perform operations on. At any time during editing, you can have a highlighted range in your document, which may or may not be in the text currently visible in the window. Besides cutting and pasting a range, you can change it to upper or lowercase, change the text style, or save it (these other operations are discussed in more detail elsewhere in this manual).

Cutting marked ranges with the mouse works like cutting words, sentences, paragraphs and lines, in that multiple cuts append together in the paste buffer until the cursor is moved. This lets you grab chunks of text from several places in your document, and have them all joined together in a new place when you Paste. This works for copying also. Try this: Mark a word in your document with the mouse (include the space at the end) and press AMIGA-c to copy it. Now, without pressing any cursor keys, move the mouse to another word, mark it, and copy again. Repeat this one more time with another word somewhere else in the document (if you wish to move out of the window, use the scrolling gadget, not the cursor keys). Now put the cursor somewhere else in your document - you can use the cursor keys if you wish - and paste with AMIGA-p: all three words will appear in the new highlighted

region together. This unique feature of *TransWrite* is useful for gathering pieces of text or ideas from various places in your document and putting them in one place, or for grabbing pieces of a sentence or paragraph and putting them together when re-wording.

Marking larger ranges

Since *TransWrite* imposes no limit on the amount of text that can be cut or copied - other than the amount of memory available in the system - you may wish to mark very large ranges of several hundred or even several thousand lines. Marking with the mouse in the manner described above would be awkward in this case, so an alternate method of marking a range is provided, which lets you define the beginning and end of the range independently. You can then cut or copy this range as usual. Marking the beginning and end of a range is actually done by a special set of "bookmark" functions keys - F5 and F6. To use them, move the cursor to the start of the range you wish to mark and press SHIFT-F5, then move it to the end of the range and press SHIFT F6 (you can do it in the reverse order as well). Since these keys work like the bookmarks, you can use F5 and F6 - without the SHIFT key - to move the cursor to the start and end of the currently marked range.

Saving and loading portions of text

The options in the *Project* menu called *Insert File* and *Save Highlight Region* give you an easy way to save a portion of your document as a separate file, or to insert a document on disk into your current document. To save a range of text as a file, mark a range in the usual way, select *Save Highlight Region*, and choose a file name with the file requester. To insert a document at the cursor position, just choose *Insert File*, and select a file name with the requester. The text in the selected file will be inserted, and will be highlighted so that you can cut it and paste it somewhere else if desired. With both of these operations, the range being saved or inserted is put into the paste buffer.

Editing tips

As you get used to *TransWrite*'s editing facilities, you will no doubt develop some tricks that help you deal with common editing situations. Here are some examples:

- To delete to the end of a paragraph, press RETURN then AMIGA-r.

- Multiple-word cuts followed by a paste are handy for re-phrasing a sentence.
- To mark a word without using the mouse, press AMIGA-w then AMIGA-p.
- To re-order two separate lines, use AMIGA-d, cursor down, AMIGA-p.
- To duplicate a line, use AMIGA-d, AMIGA-p, AMIGA-p.
- By adjusting your window size to the same number of columns as your final printout, you can see where the line breaks will occur on the page as you edit the document. The number of columns displayed in the window is shown in the title bar when you resize the window or press F10.

Styles

As you can see from the *Styles* menu, *TransWrite* supports **boldface**, *italics*, and underlined text as well as the normal text used in the majority of a document. When you select one of the options in the *Styles* menu or use the corresponding hot-key, the operation takes place on the highlighted region, providing the cursor is within the region or at either end of it. If the cursor is not within the highlighted region (or there is no highlighted region), the chosen soft style will be applied to all text from the cursor position to the end of the paragraph. Note that you must hold down the shift key to turn the styles on using the hot-key method; for example, to make text bold, you have to hold both the AMIGA key and either SHIFT key while pressing "B". Styles may be combined: for example, boldface italics or underlined, boldface italics. The text styles will be visible on the screen, and also in your printed document, providing your printer can support that style (a daisy wheel printer may not support italics, for example).

When entering new text, you can use one of the style commands to control how that text will appear. If you turn bold on, for example, new text that you type will be in bold until you end the paragraph or turn bold off. While this technique is useful for bold or underlined headings, entering text in italics isn't as convenient, since some characters will chop off part of the preceding character. You can fix up such chopped-up text by pressing F10 to refresh the display, but it is better to enter large sections of italicized text normally, then italicize it later.

Still another method of applying styles to your text is to simply select a style when no range is marked and the cursor is within

some text. In this case, all the text from the cursor position to the end of the current paragraph will instantly change to the selected style. This is an easy way to apply styles to entire paragraphs.

Style Codes

The obvious immediate effect of putting text styling into your document is the way the text appears on the screen; less obvious are the invisible style codes that **TransWrite** puts into your text to keep track of the text styling at any given point. These style codes are normally of no concern to you, but they are in some ways like any other character in your text - for example, they can be deleted with the DEL or BACKSPACE key, which removes the style from the text. There are style codes for bold on, italics on, underline on, and codes to turn the corresponding styles off. There is also a style code to turn all styles off (*Normal text* in the *Styles* menu).

The easiest way to use text styles is by highlighting the text you want to change and selecting the appropriate style with the menus or hot keys. If you do it that way, **TransWrite** will try to minimize the style codes used within the range. For example, if you select a style and then select *Styles/Normal*, all codes in the highlighted region will be removed. If you wish use the style commands without marking a region, you have total control over what codes are placed in your text, but it is possible to put in several codes that cancel each other out or are redundant. In either case, it is sometimes useful to be able to see the style codes in your text. For this reason, you can use *reveal codes mode* to see all text as normal text, and the codes as reverse-field characters (i.e. if you have black text on a blue background, the style codes will appear in blue, surrounded by black). Reverse field uppercase B, I, and U represent the style codes for bold on, italics on, and underline on, respectively; the corresponding lowercase characters are used for the off codes. You may find it useful to work in reveal codes mode if you are editing large areas of text in a certain style; not only will it be easier to read the text, but text operations will be faster, since **TransWrite** draws normal text faster than styled text.

Converting to upper or lower case

If you select AMIGA-L (or *Convert to lower case* in the *Commands* menu), the character under the cursor will be converted to lower case, and the cursor will advance to the next character so that you can repeat the operation on as many characters as desired. Convert to upper case (AMIGA-U) works in the same way. If your

cursor is within a highlighted range when you do the case conversion, all text in the range will be converted, in the same way as with the text styling commands. You will find that this method gives you a convenient way to convert the case of any amount of text. To change a one-line heading to uppercase, use AMIGA-D and AMIGA-P (Cut line and paste) to highlight it, then AMIGA-U to convert it.

Fonts

To display text on the screen, *TransWrite* uses the standard Amiga font called "Topaz". This font is available in several sizes, and *TransWrite* uses different sizes depending on the circumstances. A non-interlaced custom screen (SCREENTYPE=1) always uses Topaz 8, in which each character is 8 pixels wide and 8 pixels tall. An interlaced custom screen uses the more readable and attractive Topaz 11, which is still 8 pixels wide, but 11 pixels tall. If you are using *TransWrite* on the Workbench screen, the font used depends on your choice in Preferences: if you are using 80 for the "Text" setting (recommended), you will get Topaz 8; choosing 60 gives you Topaz 9, which is wider, giving you less characters across the screen. For reasons of efficiency and usability, it is better to use the 80 setting; not only *TransWrite*, but other programs work better this way as well.

Special characters

TransWrite supports all of the Amiga's standard character set, allowing special symbols to be used in your document. The special symbols are generated by holding down either ALT key along with the key for a symbol or letter. Examples of these are the copyright symbol "©" (ALT-e); the bullet "•" (ALT-8), superscripted numbers (ALT-1, 2 and 3); the cent sign ¢ (ALT-4). Many others are available, and are useful in foreign language or technically oriented text. The complete list of available symbols, along with their corresponding ALT key sequences, are listed in Appendix D.

Accented letters are also supported by *TransWrite*, using the standard method provided by the Amiga's operating system. The "f", "g", "h", "j" and "k" keys (these are all next to each other on the keyboard), when pressed while holding either ALT key, are "dead-keys" that cause an accent to appear over the next letter entered, if it is a vowel. For example, pressing ALT-f followed by "e" gives an "é", as in "Résumé". Here is a list of all the accents, along with their dead-keys, applied to the letter "a":

ALT-f á

ALT-g à

ALT-h â

ALT-j ã

ALT-k ä

Note that not all accents/vowel combinations are valid: for example, ALT-j followed by "e" just gives a normal "e", without any accent.

True TAB character

Some word processors and other text programs put a special TAB character in a document when you press the TAB key. Although *TransWrite* doesn't use actual TAB characters, if you need to get true tab characters into a document, you can do so with CTRL-t (which shows up on the screen as a reverse-field 't'). This character doesn't do anything special in *TransWrite*, but will be saved as a true tab (ascii 9). However, when it is loaded back in, it will be expanded into spaces (*TransWrite*'s normal way of handling tabs). The only way to preserve true tabs across a save/load sequence is to select *Special/Show PageSetter II Codes* before saving, and *Special/Hide PageSetter II Codes* after you load.

Macros

Macros let you define common operations or pieces of text and recall them with a single key sequence. This is useful for an operation like "italicize word" (delete word, paste word, italic text, clear highlight), a piece of text like a *Professional Page* or *PageSetter II* formatting code, or any sequence of text and operations that you perform often. Up to ten different macros can be defined at one time, and sets of macros can be saved to disk and loaded at any time.

To define a macro, hold down SHIFT and CTRL on the keyboard and press a function key. All the keystrokes and/or menu operations you enter from now on will be stored into the macro for that function key. End the macro definition by pressing the SHIFT-CTRL combination again (see the prompt displayed in the title bar during macro definition).

To "replay" a macro, press CTRL and the function key. You can

define up to ten macros (one for each function key), each with up to 99 keystrokes or operations. You can save or load macro definitions from the Project menu. Other macros can be used within a macro definition.

Macros can "record" only those events taking place within an *TransWrite* editing window; operations done on requesters or control panels will be ignored.

Mouse-driven macros

You can automatically insert text or perform any operation allowed by a macro at any place in your document by holding down the CTRL key when you click the left mouse button. This will first position the cursor as usual, then invoke the F9 Macro as if you had pressed CTRL-F9. If you continue holding the CTRL key and click the mouse button again within two seconds (moving the mouse to a new position first), the F10 macro will be invoked at this new position. (If you wait more than two seconds, the F9 macro will be invoked again the next time you click.)

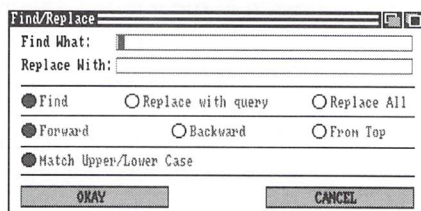
This feature is extremely useful for adding *Professional Page* or *PageSetter II* formatting codes to selected phrases or sections of text. For example, suppose your document is in the Times typeface, but you wish to put selected words or phrases in Helvetica. You could define macro F9 as the formatting codes required to switch to Helvetica (\ff<Helvetica>), and macro F10 to switch back to Times (\ff<Times>). Now, to change a word in your document to Helvetica, you just hold the CTRL key down and click the mouse button at the beginning of the word, then at the end of the word.

Find and Replace

Find and replace allows you to quickly find a word or phrase within your document, or automatically replace a piece of text with something new. Find gives you an easy way to get to specific places in your document or look for all places where a certain topic is mentioned. Using Replace will change whatever is found with new text; this can be applied to the first thing found, all things found within the document, or only those things that you select.

The Find/Replace requester

When you select *Find/Replace* from the *Commands* menu, the Find/Replace requester pictured here will pop up. The easiest way to use this requester is to just type in the text you wish to search for and click on the OKAY gadget. If you do this, the document will be searched, starting from the current cursor position, for the text you specified. If the text is found, the cursor will be placed at the start of it; if it is not found, the message "Not Found" will be displayed for a few seconds in the document's window title bar. If you wish to search for the same text again (continuing from the cursor position), you can select *Search Again* from the *Commands* menu (AMIGA-a) instead of bringing up the requester again.



The text you search for will be found wherever it occurs in the document, even in the middle of the word. You may wish to search for a word by itself: for example, you might want to search for "if" without finding "terrific", "plaintiff", etc. To do this, put a space before your search string; *TransWrite* will use this space when conducting the search. You can put a space after the search string as well, but that will prevent you from finding the word if it is followed immediately by a period or other punctuation symbol. Spaces following the search string are used as part of the search, however, so do not enter excess spaces or the text may not be found. To see if there are excess spaces in a search string, press SHIFT-cursor right to move the cursor to the end of the string.

Note: Since *TransWrite*'s Find/Replace requester uses regular Amiga "string gadgets" for its text input, you can use the usual shortcuts: AMIGA-x to clear the current string, AMIGA-q to "undo" a change, and SHIFT cursor left and right to get to the beginning and end of the text string.

To use the other features of Find/Replace, a number of gadgets are provided on the window. These gadgets let you select certain options by clicking in the little circle beside the text representing the option you want. The circle beside the option currently selected will be filled in, and the ones deselected or turned off will be hollow. Try clicking the circles in the requester now to see how they work. There are three rows of gadgets, each with a different function.

In the first row, if you select "Replace with query" instead of "Find", *TransWrite* will highlight the text that it finds and give you the choice of either 1) replacing it with the text in the "Replace With" box, 2) doing nothing and continuing the search, or 3) stopping the Find/Replace operation altogether. (This message is given in the window title bar when the text is found.) This is repeated for each occurrence of the text found in the document. This way, you can change only certain occurrences of the text and see what will be changed before the operation takes place. If you select the "Replace All" gadget instead, all occurrences of the "Find" text in the document will be replaced by the "Replace With" text without any input from you at all. This is the fastest way to perform a text replacement throughout your document, but it can be risky, since you don't see what's being changed before it happens.

Below the "Find/Replace with query/Replace All" gadgets are the choices "Forward", "Backward", and "From Top". These determine how the search is made; "Forward" means the document is searched starting from the current cursor position and searching towards the end of the document. "Backward" also starts from the cursor position, but searches backwards through the text towards the beginning of the document. "From Top" searches forwards from the start of the document; in other words, the entire document is searched. The search method you choose applies to Find/Replace operations as well, so make sure you select "From Top" if you want to make a text replacement everywhere in the document.

The final row contains a single gadget labelled "Match Upper/Lower Case", which you can turn on or off. When ON (the little circle is filled in), upper and lowercase is significant in your searches, so that the text "bob", for example, would not match "Bob", "BOB", etc. If you turn the gadget off, upper and lowercase is insignificant, so you can just type the text you're interested into the "Find" box without regard for the case of the letters.

Aborting a search

A search of a very long document can take quite a few seconds. If you decide to stop a search in progress for any reason, you can do so by pressing the ESC key on the keyboard. The message "Not found" will appear in the title bar to remind you the search was not completed.

Wildcard and style code searching

By entering special characters into your search string, you can do "wildcard" searches, search for style codes like "bold on", and look for special characters like linefeeds (end of paragraph). The "wildcard" character is the question mark. A question mark within your search string will match any character, so the string "b?g" would find the text "big", "bag", "bog", "bug", etc. If you wish to use an actual question mark in your search string, use "\?" (backslash-question mark).

The *Printing* section of the manual covers style codes and special print codes. By using the "caret" symbol (SHIFT-6), you can specify these special characters in your search string (to search for the caret character itself, use backslash-caret). Here is a list of the special character search codes:

^j	Line feed (end of paragraph)
^n	Normal text
^B	Bold on
^b	Bold off
^I	Italics on
^i	Italics off
^U	Underline on
^u	Underline off
^e	Escape
^X	Open index mark
^x	Close index mark
^<space>	Hard space
^-	Soft hyphen

While you may never need to search for any of these strange things in your document, one that you may find useful is ^j for end-of-paragraph. You could use this to convert double-spaced paragraphs to single-spaced, for example.

Unlike the question-mark wildcard character, which is special only in the search string, the caret search codes are meaningful in both the search and the replace strings. Using style codes, for example, in replace strings can be useful when you want a phrase or name to stand out in a document. For example, in this manual - which was written entirely using *TransWrite* - all occurrences of "TransWrite" were replaced with "**^I^BTransWrite^i^b**" to make them appear in bold italics.

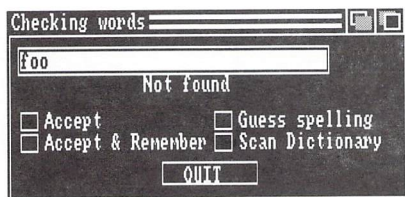
NOTE: After pressing RETURN in the "Find What" and "Replace With" Boxes so that no cursor is visible, you can use the keyboard instead of clicking OKAY or CANCEL with the mouse: ESC is the same as CANCEL, and ENTER (on the numeric keypad) can be used instead of OKAY. This can save you time by letting you use the keyboard only, without reaching for the mouse. *This works for all requesters in TransWrite, including the file requester, option control panel, color control panel, and print requesters.*

Spelling Checking

Using the spelling checker from within *TransWrite*

Spelling checking is done by a separate program called *TransSpell*. You can spell-check your document directly from *TransWrite*, however, since *TransWrite* and *TransSpell* communicate with each other using "message ports" provided in the Amiga's operating system. If you have tried the spell-check functions in the Command menu and got the message "Spelling checker not available!", it is because you did not first run *TransSpell*. Double-click the *TransSpell* icon from Workbench, or "run

df1:TransSpell" from the CLI (assuming your *TransWrite* disk is in drive df1) to run the spelling checker. *TransSpell* will begin by loading its dictionary into RAM for fast word look-ups. This takes several seconds; the "fuel gauge" on *TransSpell*'s window shows you how long the operation will take. Once this is



finished, *TransSpell* closes its window and reopens a smaller one. From this point on, *TransWrite* has spell-checking capability.

There are two spell-check options in *TransWrite*, both found in the *Commands* menu: *Spell-check word*, and *Spell-check to end*. If you select *Spell-check word* (or use the key equivalent AMIGA-4), the word that the cursor is on will be checked for spelling; if it is

recognized, the message "Spelling is correct" will appear in the window title bar. This takes place virtually instantaneously, so when in doubt, you can just hit AMIGA-4 and get *TransSpell*'s verdict on a word without any fuss. If *TransSpell* does not recognize the word, it puts up a small requester displaying the word in error, along with a few simple gadgets (see requester diagram).

You can edit the word as it appears in the requester, and it will be changed accordingly in your document. If you click the "guess spelling" gadget, a window will open and *TransSpell* will begin listing words that are "close" in spelling. If you find the spelling that you want to use, you can just click on the word, and it will replace the word in your document. You can click the CANCEL gadget in this window at any time to stop seeing the guesses. If you click the "scan dictionary" gadget in the *spell-check* requester, a new window will open up listing the words in *TransSpell*'s dictionary starting nearest to the incorrect word. You can scan through this list by going backwards or forwards by one screenful, or by one word. The word up/down arrows will repeat if you hold the gadget down for a second, letting you scroll through the word list. As in the *guess spelling* window, you can click on a word to accept it and replace the word in the document. Back to the spell check requester again: if you click the large CANCEL gadget, the requester will disappear and you will be back in your document as if nothing had ever happened.

To spell check your entire document, move the cursor to the start (use CTRL-cursor up) and select *Spell-check to end* from the *Commands* menu. A window the size of the spell-check requester will open up, and a fuel gauge on this window will show *TransSpell*'s progress through your document as it scans each word. When a word is encountered that *TransSpell* doesn't recognize, the word is highlighted in the document, and the usual spell-check requester appears. It works as described above, but the other two gadgets, "Accept" and "Accept & Remember" are of importance now. If you click the "Accept" gadget, the spell checking will continue without changing the document. If you click "Accept & Remember", *TransSpell* will add the word to a temporary "user dictionary" so that if it encounters the same word again, it will recognize it and not see it as an error. This is useful when coming across words that you may use often but are not in the main dictionary, like "AmigaDOS". If you edit the word in the requester and press RETURN, the word will be modified in your document accordingly. If the word you enter is not recognized by *TransSpell*, it will give the message "Not found" and refuse to change the one in your document.

You can override this feature by clicking "Accept", forcing *TransSpell* to accept the word and modify the one in your document. Spell checking will continue in this way until the end of the document, or until you click CANCEL in the requester. If you do cancel, you can continue from where you left off, since spell checking always takes place from the current cursor position to the end of the document.

Using the spelling checker directly

Since *TransSpell* is a separate program, you can operate it independently of *TransWrite*. *TransSpell* is based on Gold Disk's *GoldSpell II*, so users of that program will be familiar with it immediately. Click on the small *TransSpell* window on the Workbench screen, and you will be able to access its menus. From the Project menu, you can check a word or document. This is useful if you don't have enough memory to run *TransWrite* and *TransSpell* at the same time; you can create your document, exit *TransWrite*, then run *TransSpell* and check the document you've saved. If you select "Batch", the entire document is scanned and a file is created containing all the unrecognized words. This lets you spell-check a document without having to manually accept, reject or correct the unrecognized words one by one as they are encountered; just look through the file generated after the operation has completed. The *Unique* menu option will read a document file and create a list of words used in the file, along with the number of occurrences of each word. The list is sorted in order of most frequent to least frequent occurrences. The *Quit* option quits *TransSpell* only, and does not affect *TransWrite* except that spell checking will no longer work. If you are running low on memory, you should quit *TransSpell*, since the program is about 90k, and the spelling dictionary takes up over 170k of memory.

The *Dictionary* menu lets you load, save, get information about, or clear a user dictionary. A word is added to the user dictionary every time you click the "Accept & Remember" gadget in the spell-check requester. You can save a user dictionary and load it again in the future. For example, you may wish to make a dictionary of computer terms, one of British spellings, etc. A user dictionary file contains the list of words, one per line - you can create or edit such a file in *TransWrite*, if you wish. You can see how many words are in the user dictionary by selecting the *Info* menu item.

The *Exceptions* menu is similar to the *Dictionary* menu, but it manages a list of exceptions to the dictionary, rather than additions to it. If there are some words that *TransSpell* accepts, but you would prefer it to reject, you can put these words in a list and load this list with the *Load*

menu item. The list can be created as a document in *TransWrite*, with one word per line (press RETURN after each word).

Special *TransSpell* options

You can specify default user dictionaries and rejection dictionaries with tool types in the icon or in the command line. These dictionaries will be automatically loaded when Spell is run. The tool types are as follows (you can add these tool types to the icon as explained above):

USERDICT=name1+name2...

REJECT=name1+name2...

For example, putting the command 'USERDICT=MyWords' in the icon's tool types would cause *TransSpell* to load in the user dictionary called 'MyWords' from the same directory as the *TransSpell* program. You can specify the entire 'path name' for the dictionary if you wish. To load more than one file, put a '+' between the file names. For CLI users, the command line options are -u and -r, e.g. 'run Spell -uMywords+british.dict'.

Normally, TransSpell will load its dictionary into RAM when it is first run. You can tell TransSpell not to do this by specifying the Workbench tooltype DICTIONARY=DISK, or with the command line option -d. This will save approximately 170K of RAM, but will also slow down spell checking considerably.

Printing

The *print* requester

When you select *Print* from the *Project* menu or use the AMIGA-k key equivalent, the *print* requester will appear (see diagram below). If you click the OKAY gadget on the bottom left of the requester (or press the ENTER key on the numeric keypad), your document will be printed. Before printing, however, you can use the print requester to change a number of things about how your document is printed.

Note the six main boxes on the print requester: Print Destination, Page Settings, Document Options, Pages to Print, Line Spacing, and Page Range. The controls in the print destination box allow you to specify where the document output is going.

The usual place will be the printer, and as you can see in the diagram, that is what is selected when the print requester first comes up. If you click on the circle beside "Screen (Preview)", and then click the large "OKAY" gadget on the bottom left of the

PRINT DESTINATION				DOCUMENT OPTIONS	
☒ Printer	☐ Screen (Preview)	Number of copies: 1			
☐ Disk:		☐ Auto-Hyphenation			
☐ Index:		☐ Merge:			
PAGE SETTINGS				PAGES TO PRINT	
1	80	6	54	☒ Both sides	☐ Left only
Left Margin	Right Margin	Top Margin	Lines Per Page	☐ Right only	
LINE SPACING				PAGE RANGE	
☒ Single	☐ Double	☐ Triple	☒ Whole document		
			First Page: 1	Last Page: END	
OKAY		PRINTER PREFS		CANCEL	

print requester, you can see how your document will look on the screen before you print it. This is called the "video preview"; it will be discussed in more detail in the next section. You can also print to a disk file instead of the printer; when you select "Disk" by clicking on the neighbouring circle, the file requester will come up to help you select an output file. Alternatively, you can just type a file name into the string gadget and press RETURN; this will automatically select "Disk" as the print destination. The final choice for destination is "Index". This is used to create index files, which are covered in detail later in this section.

The "Page Settings" box is used to let you make quick changes to the margins and lines per page setting of your document. Just click in one of the boxes, edit the number there, and press RETURN to change the value. These settings will apply to the entire document, and are not saved with your document. For more control over these settings, you can use formatting codes within your document (see next section). The default page settings come from your system Preferences, which you can change with the Preferences tool on your Workbench disk. Note that when you enter new values for these settings, illegal values will be rejected and the old number restored. For example, the right margin cannot be less than the left margin, and the top margin plus the lines per page cannot be greater than the page size (66 lines for letter size paper).

The "Document Options" box lets you set the number of copies you require, turn hyphenation on or off, and turn mail merge on or off. When hyphenation is turned on (click in the circle to turn it on, click again to turn it off), *TransWrite* tries to intelligently hyphenate long words at the end of a line to avoid large gaps between words. "Intelligently" in this case means that *TransWrite* understands certain rules and exceptions about the English language so that it knows where it can hyphenate any given word. (For correct hyphenation in another language, you must use the version of *TransWrite* customized for that language.)

The "Merge" option is selected when you want to do a mail-merge operation, which is covered fully further on in this section. Merge requires the name of the merge data file, so selecting it causes the file requester to come up to help you choose the file. As with the "Disk" option, just entering a file name into the string gadget and pressing RETURN will automatically select the Merge option. To turn the merge option off, click the circle again.

The "Line spacing" box is self explanatory. There is also a range of

other printer settings you can change from the print requester. Click on the gadget marked "PRINTER PREFS" at the bottom of the requester, and another requester will pop up. The settings here are the same as those in Workbench's "Preferences", which is where the default values come from. This requester is for your convenience, so that you don't have to run Preferences to make a simple change like changing the line spacing or character spacing (pitch).

The "Pages to print" box lets you print only the odd or even pages of the document if you wish. This lets you print on both sides of your pages to form a booklet or newsletter-style document: you first print the odd pages, then turn those pages around and print the even pages on the other side. The default, of course, is to print all pages. Just click on the option you require.

The "Page range" box lets you print a selected range of pages in your document. This is useful when restarting the output of a long document after a paper jam. The two string gadgets let you specify the start and end pages. By clicking on the "Whole Document" gadget, the gadgets are automatically set to "1" and "END", which results in printing all pages in the document.

The Video Preview

The video preview lets you view a representation of your actual printer output directly on the screen so that you can get your document looking right before you actually print it. When you select "Preview" in the print requester and click OKAY (or press the ENTER key on the numeric keypad), the video preview is activated. The first page of the document is displayed, and since there are more characters on a page than can fit on the screen, only part of the page is visible. By simply moving the mouse around, you can view the entire page as it scrolls around on the screen. (Some pages may fit horizontally, so scrolling will only take place vertically. Pages whose right margins can't be accommodated within the screen width will scroll horizontally as well.) The "NEXT PAGE" gadget at the top of the page or the ENTER key on the numeric keypad can be used to bring you to the next page of your document, if there are any more. Note that it can take a few seconds before the next page appears, and the mouse pointer will "sleep" during this time. You can exit early from the video preview by clicking the "CANCEL" gadget at the top of the page, or by pressing the ESC key on the keyboard. The video preview shows you the characters on the page as well as the text styles (bold,

italics and underlined), but it does not show different character pitches, print quality, and so on, since *TransWrite* does not know how these will be represented on your particular printer. The preview's main benefit is to let you see where page and line breaks will occur so that you can edit your document accordingly before printing it.

Getting simple printer output

Printing your document is usually just a matter of selecting *Print* and clicking OKAY on the print requester. The entire operation can be done from the keyboard, if you wish, with AMIGA-k followed by ENTER on the numeric keypad. You may want to adjust the page settings first and view the document before you print it with the video preview, but generally printing your document is a very simple matter. Once printing is underway, you can interrupt the print-out by pressing ESC, as the document window's title bar will remind you. While printing, you cannot edit the document being printed, but you are free to edit other documents. In other words, the window you did the printing from will be "frozen", but other *TransWrite* windows will operate normally. For this reason, you may want to open a new window before printing a long document so that you don't have to wait for the printing to finish before using *TransWrite* again.

Preferences and printers

If printing doesn't work as you expect, it is probably because you have your printer preferences set up incorrectly. The Preferences tool on your Workbench disk allows you to select a "driver" for one of a number of printers. You must have the correct driver for your printer selected, and have the right printer port selected as well (serial or parallel). If using the serial port, you must have the baud rate, etc. set up correctly for your printer. This set-up needs to be done only once for a particular printer, and if it is not done properly, you won't be able to use your printer at all. Read the section on Preferences in your Amiga manual for more information about how to set up your printer preferences.

Output to disk

Selecting "Disk" as your destination instead of "Printer" has a variety of uses. For example, if you wish to create a file for people to read on the screen of their Amiga, you can send printer output to a file. When this file is viewed using "More", "Type", or some other text reading utility, it will be properly formatted, and even the

text styles will show up on the screen (except with some simple text reading utilities). Another use for disk files is to allow you to use a printer at another location: you test your output with the video preview, or get a draft copy on your own printer, then output the file to disk. You can then bring this file to a location that has a better printer and simply copy this file to the printer there ('Copy file to PRT:' from the CLI), without having to run *TransWrite* again and reprint. Finally, if you wish to send the output to a custom printer device (other than PRT:), you can simply type the name of this device into the file name string gadget. For example, you may wish to send the output directly out the serial port (SER:) or the parallel port (PAR:).

Special print characters

There are two special characters used for printing: the "hard space", and the "soft hyphen". The hard space is entered with CTRL-space, and shows up as a solid block. A hard space will appear as a regular space in your printed document, but *TransWrite* will treat it like a regular character in that it won't break a word at that space at the end of a line. For example, you might be talking about the "C Language", and you don't want the "C" to appear at the end of a line by itself. If you use a hard space between "C" and "Language", *TransWrite* will treat it as a single word.

The soft hyphen, entered with CTRL-hyphen (minus sign), allows you to control hyphenation of a word yourself, informing *TransWrite* where it can hyphenate the word if it needs to. If you are printing with auto-hyphenation off, for example, you may want to put a soft hyphen in very long words so that the line that the word appears on is not excessively spaced out. If you are using auto-hyphenation, soft hyphens let you override *TransWrite*'s idea of where the word should be hyphenated (although it tries hard, no program correctly hyphenates 100% of the time!)

Formatting codes

Formatting codes let you control formatting within your document, so that you can change things like justification mode, margin settings, etc. on a paragraph-by-paragraph basis. For many documents, you won't need to use formatting codes at all, since the defaults provided (some of which you have already set up yourself using the Preferences program on your Workbench disk) will produce reasonable documents for most situations. The most common formatting choices you'll make are setting the left, right,

and top text margins on the page, and the number of lines on each page. These options can be set for the entire document in the print requester that comes up when you choose 'Print' from the menu, so you won't need formatting codes to change these either. When you do have special requirements, like centering or flush-justifying text, or changing margin settings in the middle of a document, you'll need to use *TransWrite*'s simple formatting codes. You can also use formatting codes to access some of *TransWrite*'s more powerful features, like widow/orphan control, page numbering, and headers and footers.

Formatting codes tell *TransWrite* how you want your document to appear on the final page (or on the video preview screen). Formatting codes must appear after a Return or at the beginning of the document, they must be on a line of their own, and they must start with a '\$' character, which is produced from the keyboard with a SHIFT-ALT-S key combination (it's much easier to type than it is to say!). A formatting code consists of a two-character code, often followed by a number that specifies some parameter of interest. Except for a couple of instances where it wouldn't make sense, multiple format codes can appear on one line separated by colons, with only the first command in the sequence requiring the '\$' character.

For a quick reference to all formatting codes, see Appendix A. For Examples of formatting codes in a document, load in the sample document called "FormatExample" from the *TransWrite* disk.

Descriptions of all of *TransWrite*'s formatting codes follow:

Page settings

Set left margin:

ll<n> left margin for left-side pages (even page numbers)

lr<n> left margin right-side pages (odd page numbers)

lb<n> left margin for both pages

lm<n> synonym for lb

In the commands above, <n> represents the number of character spaces in the margin.

Set Right margin: **rl**, **rr**, **rb**, and **rm** work exactly like the left margin codes above, but set the maximum number of text columns that appear on any line (including the left margin). The actual maximum number of printing characters on a line is (rm - lm + 1). The default value is read from the user's Preferences.

Example: `$lm5:rm75`

...would set the left margin 5 characters in, and the maximum width of a text line to 75 characters. Setting the left margin independently for left-side and right-side pages lets you print documents in book format, taking into account the binding between pages.

Relative margin settings: If you put a plus (+) or minus (-) sign before the margin value in the above margin commands, you are adjusting the margin relative to the current value rather than as an absolute value. For example, the command `$lm+4` would add four to the current left margin value, indenting subsequent text by four spaces.

Set Page Size: `pp<n>` Specifies the maximum number of text lines that will fit on a page (the form length). The default value is read from Preferences, and depends on both the paper size selected (Letter or Legal) and the number of lines per inch (6 or 8). The possibilities are:

Letter	6 lpi	66 lines
Legal	6 lpi	84 lines
Letter	8 lpi	88 lines
Legal	8 lpi	112 lines

`pg<n>` Specifies the maximum number of text lines, including any headers and footers, that are to appear on a page. The default is either 12 or 16 lines less than the form length, depending on whether there are 6 or 8 lines per inch, thus leaving one-inch top and bottom margins.

`tm<n>` Specifies the number of text lines for the top margin. The default is the number of lines per inch from Preferences (6 or 8).

`sp<n>` Specifies the line spacing. `<n>` must be between 1 and 6.

Paragraph indent: the `$pi` command indents or outdents paragraphs by the specified number of characters. For example:

`$pi+4`

would indent the beginning of all subsequent paragraphs by four characters, and

`$pi-4`

Would outdent (move to the left of the left margin) paragraphs by four characters. Remember, a new paragraph begins after every RETURN (end-of-paragraph) in the document.

Headers and footers

hl, **hr** and **hb** specify headers for left pages, right pages, or both pages, respectively. The command works like this:

```
§hb"<left text>","<middle text>","<right text>"
```

The text between quotes in the command above will be placed along the top line of every page, at the left side, middle and right side. If a pound-sign (#) is placed in the text, it will be replaced by the current page number. This allows you to number your pages on the top, if you wish.

For example, books often have the page number on the top left of left-hand pages, with the name of the book on the right. Right-hand pages have the name of the current chapter on the left, with the page number on the right. An example of headers and footers to produce such a document might be:

```
§hl"#","","The Affluent Society"
```

```
§hr"The American Mood","","#"
```

To cancel a header after it has been set, specify the header code with no text, like this:

```
§hb
```

A header takes up at least one line on a page and, unless otherwise specified, will take two lines: one for the text of the header, and one for a blank line below the header to separate it from the rest of the text on the page. (Naturally, if there there is no header on a page, no space is allocated for one.) You can change this two-line default with the 'hs' code. For example, to allocate five lines for the header on each page:

```
§hs5
```

Footers operate exactly like headers, except of course that they appear at the bottom of each page. The codes for footers are like those for headers, but begin with 'f' instead of 'h': fl, fr, fb and fs.

Header and Footer margins:

Ll<n> Left header/footer margin for left-side pages

Lr<n> Left header/footer margin for right-side pages

Lb<n> Left header/footer margin for all pages

Lm<n> Same as Lb

Header and footer right margins are specified similarly, with the commands **Rl**, **Rr**, **Rb** and **Rm**.

Text justification

Text can be justified in four ways: Left justification, also called "ragged right", lines up all text along the left column, leaving the right column uneven. This is the way you produce a page with a typewriter, for example, and is *TransWrite*'s default justification mode. Right justification moves all text up against the right margin. This is useful for dates in letters, etc., that go on the right side of the page. Center justification centers all text between the margins, and is most often used for headings. Finally, flush-justification lines up the text along the left margin and also pushes it out to the right margin, giving a document a neat, typeset look. The codes for the various modes are as follows:

- jl** - turn on left-justification mode
- jr** - turn on right-justification mode
- jc** - turn on center-justification mode
- jf** - turn on flush-justification mode

Other codes

pn<n> Sets the starting page number (default is 1). E.g. §pn2

ep<n> Ejects current page, skipping to next one. The numeric argument is optional; if present, it specifies a minimum number of lines that must be available for text on the current page. If less than this minimum are available, the page is ejected and printing continues on the next page. This allows you to 'protect' sections of text in your document from being split across a page boundary. Using 'ep' without the numeric argument causes a form-feed regardless of the current page position. E.g. §ep3

nl<n> works similarly to 'ep<n>', except that '<n>' refers to a number of end-of-paragraphs, rather than just line breaks. Typically, the code '§nl1' might be used before a paragraph to ensure that the whole paragraph will fit on the page. As another example, You might have a paragraph with a heading above it that you want to keep on the same page: assuming there is a blank line between the heading and the paragraph, by specifying '§nl3', you would make sure that the three paragraphs - the heading, blank line, and following paragraph of text - were not split up between pages.

cm<text> A comment. *TransWrite* ignores the remainder of text on the line after the 'cm'.

ps<message> Pauses output to printer, displays the message, and lets the user resume at will. For example, '§ps Change to courier

print wheel'. If no message is provided, a default "Resume printing" message is displayed during the pause.

If using a 'cm' or a 'ps' command on a line with multiple format codes, it must be the last formatting code on the line.

'Widow' and 'Orphan' control

'Widows' and 'orphans' are side effects of breaking a text file into pages when it is printed, and are usually considered undesirable. A 'widow' occurs when the last line of a multi-line paragraph appears by itself at the top of a page. An 'orphan' is the opposite - the first line of a paragraph stranded at the bottom of a page. Since it is tedious to cope with widows and orphans manually, by inserting page breaks with the 'ep' command after a test print, *TransWrite* provides a command to detect and eliminate widows and orphans automatically:

wow+ Turns on widow and orphan control

wow- Turns it off

Embedded printer codes

Besides using the formatting codes that *TransWrite* understands, you can put codes within your text for your printer. These are called *escape sequences* because they begin with an ESC (escape) character. The Amiga's printer escape sequences are standardized; they are listed in Appendix D of this manual. You can use escape sequences to do things like initialize the printer, switch character sets, change printing modes, turn on superscript and subscript mode, etc. Not all commands will work on all printers, of course, and *TransWrite* does not take any special modes into account when it prints, so use the printer codes at your own risk. Printer codes are inserted into your document by pressing the ESC key, entering the code, and then pressing the ESC key again to end the sequence. For example, the code for "superscript on" is "ESC[2v". To put this in your document, you would enter those characters (press the ESC key for ESC), then press the ESC key again to end the escape sequence. The "ESC" shows up in your document as a reverse-field "e", so you would see the "[2v" surrounded by reverse e's. If your printer supports it, this would have the effect of putting the printer in superscript mode.

Remember, however, that using special character sets, superscripts, and so on in paragraph-oriented text can change the length of the printed lines behind *TransWrite*'s back, so to speak. This could lead to formatting you didn't intend. In general, use the special features of

your printer sparingly for most kinds of document.

Mail Merge

One of the advantages of using a computer rather than a typewriter for your text becomes apparent when you want to prepare a letter that must be mailed to each of many people on a list. Rather than having to type each copy of the letter separately for each addressee, you can simply print out the same document file as many times as necessary, changing only the name and address for each copy.

TransWrite's "Mail Merge" feature lets you make this process even more efficient, however, by handling the substitution of the names and addresses automatically, and printing each letter out in turn without your intervention. *Your* only responsibility is to provide the list of names and addresses, either in the form of an *GoldFile* database, or in a separate **TransWrite** document called a "merge file". You must also indicate where in the letter the names, addresses, and any other variable text is to be substituted. You do that by putting a special character sequence (which we'll call the "merge code") wherever a substitution from the merge file must be made.

The merge code consists of the character "¥" - SHIFT-ALT-Y from the keyboard - followed by a number between 1 and 99 in parentheses (the parentheses are optional if the number has only one digit). The number refers to the number of a field within a *merge record* in the merge file you are providing. The merge record is the variable information to be used in one letter; in an address list, it is likely to consist of one person's name and address. For example, a typical merge record might look like this:

Millicent Retrorocket

3 Utility Street

Disassembler, Arkansas

Millie

Each line is a single *field* in the merge record. In an *GoldFile* database, this is a field in the record; in an **TransWrite** merge file, this is a separate line of text. With this merge file, whenever you want the name "Millicent Retrorocket" to appear in your letter, you would use the merge code "¥(1)", and where you want to refer to your addressee more familiarly as "Millie", you would use "¥(4)", as in:

Attn: ¥(1)

Dear ¥(4):

You are allowed to have fields in your merge record that are not used by the document you are printing (for instance, we are not required to use Millie's street address in the letter if it doesn't apply). If you refer in the main document to a field that does not exist in the merge record, however, *TransWrite* will abort the print operation.

The merge file can be either an ordinary *TransWrite* document that you can simply type in and save, or a database file or *set* (a specified portion of a database) that you have created with *GoldFile*. By using a *filter* in *GoldFile*, you can create a *set* from a database to use as a mail-merge file. For example, you may want to send letters only to those customers in your database that live in California. A *GoldFile* filter would be prepared to select only the records with a California state field, then you would save the resulting set. Consult the *GoldFile* documentation for a thorough explanation of databases, filters and sets.

If the merge file is a regular *TransWrite* document, each merge record consists of a number of lines (one for each field), and would appear just as in the example shown above. Each *record* in the document is separated by a line containing only the character ">" (and a RETURN). For an example of a letter that is set up for mail merge, and the list of names it uses, look at the sample files "letter.mrg" (the letter) and "names.mrg" (the merge file) on your *TransWrite* program disk. (Merge files created with *TransWrite* are just ordinary ASCII files, which you can generate with a wide variety of word processors, text editors and database programs.) Starting a print with mail merge is different from a regular Print operation only in that you must select the *Merge* gadget in the "Document Options" box on the *Print* requester. Clicking in this gadget will bring up the *File* requester, which will prompt you to select the name of your merge file. Once you've done that, printing proceeds as usual, with a separate document printed for each record in the merge file.

Index Creation

Perhaps the most tedious, thankless task a writer or editor can face is the preparation of an index for a long document. Though it is not possible to automate this job completely, *TransWrite* does provide an indexing feature that will do most of the hard work for you, giving you more time and energy for the parts that actually require

human judgement.

The first step in indexing a document is to mark one instance in your document of each word or phrase you want to appear in the index. You may choose to do this while you are actually writing the text; alternatively, you may find it is more efficient to choose your index entries in one pass through the document after the writing has been completed.

If you wish to mark a single word for indexing, the easiest way is to place the cursor anywhere on that word and select *Mark for index* from the *Commands* menu (or use the AMIGA-[shortcut). If you wish to index a phrase (index entries can be up to 48 characters in length) rather than a single word, highlight the phrase with the mouse and, again, select *Mark for index*. In either case, **TransWrite** will enclose your index entry in a pair of special characters that are displayed as "[" and "]" in reverse field. These characters can be deleted, copied, and so on like ordinary characters, but will not appear in the output when you print your document.

TransWrite always puts the index characters inside any punctuation before or after the word, since this is usually what you will want. If you disagree with its judgement about the placement of the characters, you can insert them manually with CTRL-X and CTRL-x (for opening and closing index mark respectively). You can also remove any pair of index characters without manually deleting them by placing the cursor on the index entry and selecting *Kill index mark* from the *Commands* menu (or use the AMIGA-] shortcut).

Index entries are case-sensitive. That is, when **TransWrite** is building the index for your document, it will not add a page reference for the word "Architecture" to the index if you have marked only the word "architecture" (with no capital). In order to get both forms of the word included, you must separately mark at least one instance of each.

Having marked all the index entries you want, and decided on your print formatting (since this will affect the page references in the index), it is now time to actually create the index. Select *Print* from the *Projects* menu (AMIGA-k), and click on the "Index" gadget in the Print Destination box. This will bring up the file requester with a prompt to enter a name for your index file. When you return to the print requester, click "OKAY" (or press Enter), and the file will be created (keep an eye on the window title bar for progress reports - for a long document with many entries the process may take a little

while).

The file created by this operation is an ordinary document, which you can load into *TransWrite* for further editing. The index entries are sorted alphabetically, and appear one to a line in the following format:

[entry]TAB[list of page numbers]

The best approach to editing the file is to open a New window from the *Project* menu, use the Option Control Panel (*Set options* on the *Special* menu) to set the tab field width in the new window to a spacing slightly wider than the longest index entry, and load the file. What you should see is something like the following:

Cosmic rays	11,13
cucumbers	9
flotation devices	16,17,28
lightbulb	1
Mata Hari	5
Millicent	12
Retrorocket	12
zygote	17

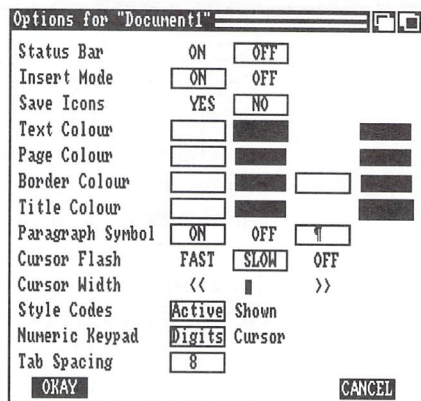
You may still have to do a little work to the file (for instance, you might want to change the "Mata Hari" entry to "Hari, Mata" and reorder the list appropriately). From now on, though, you will be dealing with the index file as an ordinary *TransWrite* document.

Options

The option control panel

We all have our own preferences when it comes to word processing, so *TransWrite* is designed to accommodate as many of these as possible. There are many options that can be changed on a document by document basis, and these options will automatically come into effect when you run *TransWrite* by double-clicking the icon for a document. Most options can also be changed on the spot at any time. By choosing *Save config file* from the *Project* menu, you can save your current options so that *TransWrite* will use them even if you don't load in a document. The simplest example of such options is the size and location of the document's window, which is changed with the window gadgets in the usual way. Most of the other options, however, are changed with *TransWrite*'s Option Control Panel.

The *Option Control Panel* pops up when you select *Set options* from the *Special* menu, or press SHIFT F7; try it now if you like, or see the picture below for reference.



We'll go through the options briefly now, but don't worry about memorizing everything; if it sounds like you don't understand or care about an option, then you can probably safely ignore it. They are only provided for your convenience, and do not affect the underlying way in which *TransWrite* works.

Status Bar: The first option is "Status Bar", which you can turn on or off. Normally, the name of your document is displayed in the window title bar, but if you select "ON" for this option, the current size of the document and the cursor position within it (as a percentage of the document size) will be displayed instead. You can select this option directly with SHIFT F9 instead of using the control panel if you wish.

Insert Mode: Insert Mode was discussed in the section on simple editing. If insert mode is ON, existing text is pushed ahead of the cursor; otherwise, existing text is overwritten with the text being entered (unless you are at either the end of a paragraph or the end of your document, in which case insert mode is temporarily invoked). This also can be changed without using the control panel, using the *Commands* menu or the AMIGA-3 key equivalent.

Save Icons: When this is ON (as it will be if you ran *TransWrite* from Workbench), every time a document is saved, an Icon is saved along with it. This lets you load the document and *TransWrite* at the same time by double-clicking the Icon. If you wish to save files without Icons, turn this off. (If you run *TransWrite* from the CLI, the option will be OFF by default.)

Colors: The next four options are for setting the color registers used for text, the background, the window borders, and the window title and other graphics. There are four colors available, and you can set any of these four things to any of the four colors. If you choose the same color for text and background, your text will be invisible, so choose your colors with care. Using different color combinations for different documents can sometimes make it clearer to see what you're doing, especially on a custom screen. Try clicking some of these colors now to see the effect. (On a custom screen, you can change the colors of each of the four registers themselves - your palette - with the color control panel.) Note that the border and title colors also affect the color of the pull-down menus.

Paragraph Symbol: The paragraph symbol is that funny thing that appears at the end of a paragraph (when you press RETURN), and looks like this: "¶". You have the option of changing this character

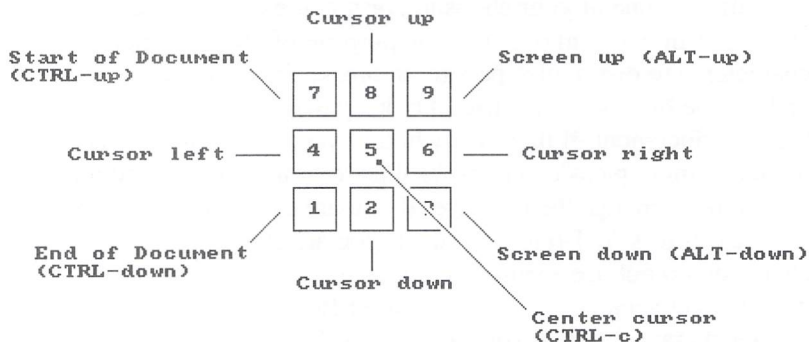
to a different one of your choosing, or making end-of-paragraph characters invisible altogether. The purpose of the paragraph character is to distinguish paragraph breaks from simple end-of-line breaks, so it is useful to keep them visible in most kinds of document. If they really bother you, it is better to change them to a more pleasing character than to turn them off; you might also want to change the character if you are using the usual one in your text (press ALT-p to enter it). If you are changing this character, do not use a simple letter, as it will be difficult to distinguish the end of paragraph marker from your text. Use a special character, which you can enter by holding the ALT key and pressing a letter on the keyboard (you can use these characters in your document just as easily, a topic discussed further in the "Editing - Text" section of the manual). Try clicking in the box containing the "¶" symbol, and pressing ALT-9 (plus RETURN), for example. The end of paragraph markers will instantly change so that you can see how the new symbol looks. Handsome, isn't it?

Cursor Flash: *TransWrite* normally uses a flashing cursor to make it easier to spot; this is especially useful when your color combinations result in the cursor being the same color as the text. If, however, you find the flashing cursor distracting, you can stop the blinking and work with a stable solid cursor instead. On the other hand, you might first want to try the 'SLOW' cursor blink option, if it is not already selected, which will give you a more leisurely, and perhaps more relaxing, blink rate.

Cursor Width: In insert mode, the cursor appears as a narrow vertical bar. If it's too narrow or too wide for your tastes, you can change its width by clicking on the "<<" and ">>" gadgets to make it narrower or wider, respectively. If you make it too wide, however, you won't be able to distinguish it from the full-width cursor used when Insert Mode is off.

Style Codes: This setting can also be changed with F9. Text in italics, bold, or underlined styles can be displayed in those styles, or displayed as regular text surrounded by special codes. Style codes are covered fully in the "Editing - Text" section.

Numeric Keypad: The numeric keypad can be used as a substitute for or adjunct to the arrow cursor keys if you wish; this option selects either mode. F8 toggles keypad mode as well. The keys function as indicated in the diagram below. Amiga 500 and 2000 owners can use the legends printed on the keycaps as a guide.



Keypad functions in numeric keypad mode

Saving your options

Once you've set all of your options the way you like them, you can save them so that *TransWrite* will use these options again the next time you run it. You can have different sets of options, called "configurations", for different kinds of documents, or just for your different moods. Once you have your options set the way you like them (colors, window position, cursor type, etc.), select "Save configuration" from the Project menu. The file requester will pop up, but just click the "OKAY" gadget without entering a file name. From now on, *TransWrite* will use these options, whether you run it from the CLI or from Workbench.

Config files and the CLI

To save your configurations, *TransWrite* uses the "config file". This is a text file that contains information about *TransWrite*'s options, and if you wish, you can load it into *TransWrite* and edit it like any other document. When *TransWrite* is run, it automatically looks for a config file called "s:TransWrite.cfg" (this would usually be in the "s" directory of your system disk) and uses the options dictated by that file. By saving a config file yourself, replacing the existing one, you can instruct *TransWrite* to come up using the options of your choice.

If you wish to use a config file other than the default one, you can specify it on the command line using the "-u" (user config) option, for example: *TransWrite -us:MyWrite.cfg*. The effects of config files are cumulative; if you wish you can create one or more (possibly partial) config files specifying various options, and

invoke any combination of them from the command line. Normally, though, you can use *TransWrite* without paying any attention to config files or their contents.

Options and the Workbench

If you run *TransWrite* from Workbench by clicking on the *TransWrite* icon, it will use the options stored in the "tooltypes" of the icon. You can edit these tooltypes directly in the icon if you wish (see "Icons and Tooltypes" below), but *TransWrite* will automatically put the correct tooltypes in the icon when you select *Save config file* from the *Project* menu. When you have set up your options the way you like them, select *Save config file*, and the icon will be altered so that these options will come into effect the next time you run *TransWrite* by double-clicking it.

Saving your options with a document

When you turn on the "Save Icons" option in the option control panel, or if you run *TransWrite* from Workbench, every file you save will also be accompanied by a corresponding ".info" file that causes an icon to appear on the Workbench window. If this icon is double-clicked, it will cause *TransWrite* to load and run, and the document will be loaded in. All options will be set to the way they were when the document was saved, including the window position and size, colors, cursor location, etc. This is a convenient way to save documents with special options, but remember that you can only load the document by double-clicking its icon before *TransWrite* has been run; if *TransWrite* is already running, another copy of *TransWrite* will be loaded, and you may not have enough free memory to run two *TransWrites*. (Even if you do, it is not a good idea, since one *TransWrite* can handle as many documents as you need without using lots of memory for each one.)

If you have several documents saved with icons, you can load them all into *TransWrite* at once using "extended selection" in Workbench: Click once on the first icon, then hold the shift key down while clicking on each document icon you wish to load. Still holding down the shift key, double-click on the final one. This will run *TransWrite* and force it to load each selected document (each in its own window as usual). To see an example of this, try running *TransWrite* by extend-selecting the sample documents on the *TransWrite* disk (exit from *TransWrite* first if it is already running).

When you double-click a document icon in this way, it tells

Workbench to load the same copy of *TransWrite* that was used to save the document in the first place. If this copy of *TransWrite* is no longer available (e.g. you moved *TransWrite* to a different disk), you can force Workbench to load any desired copy of *TransWrite* by selecting the *TransWrite* "tool" icon (the one for the program itself), and extend-selecting one or more document icons.

Dummy Documents

A useful way to access one of several *TransWrite* configurations is to save empty documents that are only used to load *TransWrite* and set up the options a certain way. For example, let's say you want a version of *TransWrite* that comes up with a certain set of colors, on an interlaced screen, using a smaller square window. You could run *TransWrite* using the sample document on the *TransWrite* disk that opens an interlace screen, set up your colors with the color control panel, then size and position the window as desired. Now open a new window with the "New window" menu option, and save this Untitled document under the name of your choice (e.g. "Interlace2"). *TransWrite* will save an icon for this document, but the document itself will have no text in it. In the future, when you double-click on the icon for this "dummy document", *TransWrite* will be loaded using the options you selected, and you'll have an empty window in which to work, as if you had run *TransWrite* directly from its own icon. Just remember to save the new document you create with "Save as" to rename it - this avoids saving over the dummy file and icon.

Icons and TOOLTYPES

TransWrite learns about the options for a particular document by looking at the "tooltypes" in the document's icon. You can modify these tooltypes yourself if you wish, using the Workbench "Info" facility. To see the tooltypes that *TransWrite* saves, click (once) on one of the sample document icons, select "Info" from the Workbench menu, and browse through the tooltypes using the up and down arrows in the Info window. You will see the commands listed below, followed by an "=" sign and a value of some kind. Tooltypes and CLI command line option codes for all options:

Tooltype	Option Code	Option
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TEXTCOLOR	t	Text pen color 0 through 3
BGCOLOR	b	Background pen color, 0 through 3

WINDOWWIDTH	w	Width of window in pixels
WINDOWHEIGHT	h	Height of window in pixels
WINDOWLEFT	x	Left edge of window in pixels
WINDOWTOP	y	Top edge of window in pixels
CURSORWIDTH	c	Width of cursor in pixels
PARAGRAPHCHAR marker	p	Character used for end-of-paragraph
TABSPACING	i	Number of spaces between tab fields
SCREENTYPE	k	0, 1 or 2 (see <i>screentypes</i> below)
RGB0	0	RGB Color value for pen 0
RGB1	1	Pen 1
RGB2	2	Pen 2
RGB3	3	Pen 3
CURSORINFO	l	0 means Status bar OFF, 1 is ON
SAVEICONS	s	Save icon mode (always 1)
MARKPARAGRAPHS	m	End of paragraph markers off/on
CURSORBLINK (0/1/2)	f	Cursor solid slow or fast blink
REVEALSTYLES	r	1 means show style codes
INSERTMODE	e	Insert mode off/on
NUMERICMODE	n	Numeric keypad off/on
DETAILPEN	d	Title bar text pen color
BLOCKPEN	g	Title bar and border pen color
CURSORPOSITION	o	Cursor position within document
CONFIGFILE	u	Name of config file (optional)

Note: You can use Canadian/British spellings as well:
 TEXTCOLOUR and BGCOLOUR.

Tooltypes may be used in the icon for *TransWrite* itself as well as in document icons, but any settings in the document icon override those in the main program icon. An exception is screen types: the highest screentype value of all icons is always used, ensuring that a document always gets a big enough screen to accommodate it (see *Using Different Screentypes* below).

Command line arguments

If you use the CLI instead of Workbench, you can specify options directly in the command line, overriding the options in the config

file. You can also specify different options or different config files for each document specified in the command line. A command line option begins with a minus sign, followed by a single-letter option code (see the table), followed by the value for that option. Any number of options and documents may be specified on the command line, up to the CLI's 255 character limit. The general format for a command line is:

TransWrite <main opts> file1 <file1 opts> file2 <file2 opts> ...

For example, to run **TransWrite** using a flashing cursor, and load a document called "Report" with non-standard text and background pen colors, and also load a document called "Breakfast" using a smaller window size, you might specify:

TransWrite -f1 Report -t2 -b3 Breakfast -w400 -h150 -x120 -y25

The "-f1" applies to all documents, since it appears first (it could be overridden within a document by a future specification, however). The "-t2 -b3" applies to the document "Report", and means, "use 2 for the text pen color, and 3 for the background (page) pen color. The "Breakfast" document will also be loaded, using the following options to specify the window size and position: 400 wide, 150 high, left edge at 120 and top edge at 25.

Using different screen types

Depending on your personal preferences and the amount of memory you have available, you can use different screens for **TransWrite**'s windows. The least memory intensive of these, and the default used by **TransWrite** when no screen type is specified, is the Workbench screen. When you use **TransWrite** in this way, the windows used by documents appear on the Workbench screen along with the other windows that may be there. In this mode, you are limited to using the same colors as the Workbench screen.

If you use **TransWrite** with a custom screen, you can change the colors to any of the 4,096 combinations the Amiga offers, and you won't have to share the screen with other windows. You can click the Workbench screen behind to reveal the **TransWrite** screen when you need it, and push the **TransWrite** screen behind when you don't need it. You can do this with the screen reordering gadgets, or with the key combination left-AMIGA-n and m.

Two kinds of custom screen are available: interlace and non-interlace. The interlace screen uses a higher vertical resolution to give you more text lines, but it uses more memory, and can

flicker noticeably with certain color combinations.

To specify the screen type for *TransWrite* to use, you have to set the appropriate tooltype in *TransWrite*'s icon if you're running the program from Workbench, or specify the appropriate option in the command line or in the config file if you're running *TransWrite* from the CLI.

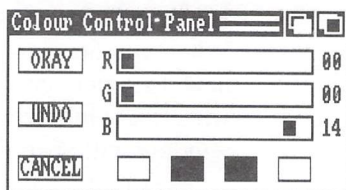
The TOOLTYPE options are:

- SCREENTYPE=0 for the Workbench screen
- SCREENTYPE=1 for non-interlace custom screen
- SCREENTYPE=2 for interlace custom screen

You can specify these tooltypes in either the icon for *TransWrite* itself, or the icon for an *TransWrite* document. In the case of different screen specifications in the icons (there could be more than one document icon being loaded as well), the highest-numbered option takes precedence.

The command line/config file options for setting the screen type are k0, k1 and k2. A common use of the config file screentype option is when you wish to override the config file and force *TransWrite* to come up on the Workbench screen in order to conserve memory. To do this, you would just put the argument "-k0" on the command line (either before or just after the first document name) when you run *TransWrite* from the CLI.

To change the colors of a custom screen, use the color control panel, accessed with the SHIFT-F8 key combination (see diagram below). Once you set the screen colors to your liking, you can save them in the config file or in the document's icon as usual.



Colors and interlace

Using an interlace screen type can be excellent for working on large documents, since more text can be displayed on the screen than with a regular screen. Interlace screens, however, require the use of proper color combinations to avoid the annoying flicker related to this graphics mode. Higher persistence monitors such as the Commodore 2080 go a long way to reducing the flicker, and even more effective (and more expensive) solutions such as MicroWay's FlickerFixer, along with a Multisync monitor, are also available. The easiest solution, however, is simply careful choice of colors: some color combinations of text and background result in a display that is very readable, easy on the eyes, and stable.

Some of these color combinations have been provided for you in the sample documents on the *TransWrite* disk: these documents, when their icon is double-clicked, will bring up *TransWrite* on an interlace screen using different colors. For CLI users, there are several config files on the disk containing these color combinations. You may wish to modify the colors to your own taste; here are some tips:

- Stay away from high contrast, like white text on a black screen
- Use dark text on a light background
- Fluorescent lighting increases the flicker effect - natural light is the best.
- Try turning down your monitor's brightness and contrast controls

By the way, on the subject of readable displays in general, make sure you keep the screen clean! This may sound obvious, but a fine layer of dust builds up on monitor screens, and you often don't notice it - except that eyestrain is increasing as time goes on.

Important: some monitors have an anti-glare coating on the glass that can be worn off by the use of cleaners - use only water when cleaning your screen! For more maintenance tips, read the manual that came with your monitor.

Inheritance of options

When you open a new *TransWrite* window, the options used by the new document are "inherited" from the document that was active when the window was opened (with the exception that the new window will open a bit lower than the previous one so both windows' title bars are visible). This means that if you have several open documents, each with different options, you can decide what options you want a newly opened window to acquire by clicking on the desired window before opening the new one.

Advanced Topics

Document Portability

TransWrite will load documents in any format; however, files imported from other text processing programs may incorporate formatting code sequences that mean nothing to *TransWrite* and which may be displayed as seemingly meaningless characters that you will have to remove by hand. The best way to avoid this problem is prevention - if you are saving text from another program for later use by *TransWrite*, check to see if the program provides a "Save ASCII" option, which will prevent the formatting codes from being included in the saved file.

Certain text processors save documents with a Return character after each screen-line, rather than after each paragraph, which will prevent you from reformatting the text in *TransWrite*. If this happens to you, try using the *Join single lines* command from the *Special* menu (or use AMIGA-j) to convert the text into paragraph format. The result might not be perfect but, even if you have to touch up the text by hand in some places, it will probably save you a considerable amount of time.

Sometimes you have the opposite problem: you *want* the text to be broken into single lines in order to load it into a programmers' text editor, or to be read on a telecommunications service such as CompuServe. In this case, size your document window so that the lines are displayed at the desired width, then select "Separate lines"

from the Special menu (or use AMIGA-@).

Both the *Join single lines* and *Separate lines* commands will work on all of the text in the current document if no range is marked; if you select the command when a range of text is marked, only the marked range will be converted.

If you want to export text from **TransWrite** to another text processing program, you may want to first remove any text stylings (bold, italic, etc.) from the document, since these are implemented using special characters in the text that will not be meaningful to the other program. To get rid of the stylings quickly, select *Highlight all* (AMIGA-y) from the *Edit* menu, then *Normal text* (AMIGA-n) from the *Styles* menu. If you have used other special codes (which always show as reverse field characters in **TransWrite**), you should edit them out either by hand or with a series of Find/Replace operations.

Using TransWrite with PageSetter II

TransWrite is designed to interact closely with the desktop publishing programs *Professional Page* and *PageSetter II*. This is the reason for three entries on the *Special* menu: *Show PageSetter II codes*, *Hide PageSetter II codes*, and *Send text home*. These menu items let you use **TransWrite** as an auxiliary text editor to the desktop publishing program, providing a fast and convenient way to make modifications to any amount of text in a document.

While using *PageSetter II*, you can use **TransWrite** to edit the text in your document by selecting the **TransWrite** option from the *Edit* menu. You must have **TransWrite** already running for this to work. (Both *PageSetter II* and **TransWrite** must be up at the same time.)

If you mark a range of text in *PageSetter II* before selecting the **TransWrite** option, only the marked text will be brought into **TransWrite** for editing; otherwise, all the text in all linked boxes will be used.

After a moment, the **TransWrite** screen will pop up with the selected text ready for editing. All *PageSetter II* typesetting codes are embedded within the text when it is in **TransWrite**, but they are hidden. Typesetting codes are special instructions that describe the text's appearance to *PageSetter II*. They begin with a backslash character - see the *PageSetter II* documentation for details about typesetting codes. To reveal the codes in **TransWrite**, select *Special/Show PageSetter II codes*. You can now edit these codes along with the text, changing type sizes, typefaces, line spacing,

etc. If you are cutting, copying or pasting text within *TransWrite*, the formatting codes must be visible in order carry them along with the text. If they are hidden, such editing operations will apply only to the text itself. At any time, you can show or hide the typesetting codes in the document by selecting *Show PageSetter II codes* or *Hide PageSetter II codes* from *TransWrite*'s *Special* menu.

After you have finished editing the text in *TransWrite*, selecting the *Send text home* menu option will return you to *PageSetter II*, where the newly edited text will replace the old text in the document. You can repeat this procedure at any time, with any selected range of text in the document, whenever you need the high-speed text editing capabilities that *TransWrite* provides.

TransWrite can also be used for initially composing the text in your document, which can then be imported into *PageSetter II*. In this case, you don't need to run both programs at the same time: you can run *TransWrite*, create a document, then at some later time (whether *TransWrite* is still up or not) run *PageSetter II* and import the text. When using *TransWrite* in this way, you can still hide and reveal the formatting codes, but the *Send text home* menu item will not work (it will be "ghosted", meaning that it can't be selected).

Notes on conserving memory

Although *TransWrite* is not a huge program as word processors go, memory can get scarce when you're running several programs at the same time, especially if you're running on an unexpanded machine. It's a good thing, then, to be aware of some of the memory usage costs you might incur in using the program, and of some steps you can take to lighten the load on those occasions when RAM does get tight.

- When you're deciding whether to run on one of the custom screens or on the Workbench screen, keep in mind that *TransWrite*'s non-interlaced custom screen, in the standard 640 x 200 size used in North America, will consume about 32 kilobytes of memory; the interlaced screen uses twice as much. The memory cost of using a custom screen is greater still if you're a European user of *TransWrite* (because of the higher screen resolution), or if you're using a program - like *MoreRows* - that lets you exceed the normal limitations of screen size, or especially if you're using a very-high-resolution monitor such as Commodore's 2024 model. You can avoid any penalty in screen memory usage by running *TransWrite* on the

Workbench screen if you are willing to forego the extra convenience a custom screen provides.

- Every new document you open in *TransWrite* incurs certain memory costs besides the text itself. Among these are several thousand bytes worth of internal data structures, a program stack (since each new document is managed by a separate task), and the window in which the document appears. A window the same size as the screen consumes the same amount of memory, so if you load in many documents the memory cost accumulates quickly. If this is a concern for you, try to keep the number of documents you are editing simultaneously to a minimum.
- You can sharply reduce the amount of memory used for windows by ‘Iconifying’ any that are temporarily idle, using the *Tiny window* selection on the *Special* menu (or using the shifted F10 key). The window will come back at its previous size and location as soon as you click in it, so the inconvenience of using this technique is minimal.
- If things are really tight (for example, if some operation is failing due to shortage of memory), you may be able to salvage enough to get you going again by using the *Pack text memory* option on the *Special* menu (or the F7 key). This is especially true if you have just been doing a lot of rapid fire editing, which tends to temporarily reduce the efficiency of *TransWrite*’s internal text storage.
- If you are running from the CLI, and your stack size is set higher than the default 4 kilobytes, you can set it back again before running *TransWrite* with the AmigaDos ‘Stack’ command (e.g. Stack 4000). *TransWrite* needs only the standard stack size in which to run, since most of its internal storage is allocated when you run the program.
- If you don’t have enough memory to run *TransWrite* and the spelling checker (*TransSpell*) at the same time, you can use *TransSpell* to spell check your document file directly, after saving the document and exiting from *TransWrite*. See the spell-checking documentation in the Editing section for details.

TransWrite and Multitasking

Each document window in *TransWrite* is a separate *task*, meaning it is a separate program in the Amiga’s multitasking operating system. The result of this is that any work taking place in one document will not interfere with the others. You can take

advantage of this feature by always having an extra document window on hand to let you continue using *TransWrite* when your current document is tied up. Things that could "tie up" a document window for a while might be printing, or a search and replace operation in a very long document.

Once you get used to using multiple document windows, you will find it much easier to get work done than with single-document editors. As an example, this manual was written using *TransWrite*. The outline for the manual is in one window, the main part of the manual is in another, and various files containing notes about the program and reference documentation are in still others. By simply clicking windows to the front with the mouse or using the convenient *Next window* and *Previous window* menu items in the *Commands* menu, any information can be found. When some reference material needs to be included in the main text, it is copied from one of the windows and pasted in. Different background/text color combinations are used in the different windows to distinguish them, and of course, they are all different sizes. When things get too cluttered, windows not being immediately used are iconified (tiny window mode: SHIFT-F10) to get them out of the way; simply clicking on them pops them open for use again.

Some resources are shared by all documents and cannot be used by more than one at a time. For example, if the color control panel, option control panel, print requester, or video preview are being used, they cannot be accessed by another document at the same time. You can, however, edit a document in one window while a requester is up in another. The file requester is an exception: it *can* be used by more than one document at the same time (though you won't ordinarily wish to!).

